

**CITY OF DERBY
JOB POSTING
LIBRARY DIRECTOR**

Position: Library Director

Classification: Salaried, Exempt; 40 hours per week, some evenings and Saturdays

Department: Library; Reporting to Library Board of Directors

Rate of Pay: Salary range \$65,000 - \$70,000 with benefits

Closing date: Until filled

The Board of Directors of the Derby Public Library is seeking a dynamic, motivated, enthusiastic Library Director to manage library operations and provide leadership to staff, with a strong focus on library services and dedication to patrons.

This is a full-time position, with a regular 40-hour work week. Schedule may vary and some evenings and Saturdays are required. Knowledge and skills are essential in the areas of staff development, funding, budgeting, public relations, community outreach, and overall library management.

The Library Director reports directly to the Board of Directors and is responsible for developing, administering, supervising, and coordinating the operations of the building and of the library staff.

Requirements - MLS degree from an ALA credited institution; minimum of 5 years progressively responsible experience in a public library including two years of administrative and budgetary experience. Comprehensive knowledge of present public library trends and technologies, superior oral and written communication skills, exceptional interpersonal and team building skills, ability to hire, manage and develop professional staff, administer fiscal policies and oversee the budget process.

Salary range \$65,000 - \$70,000 with benefits.

Supplemental Information

- Employment contingent on successful completion of a pre-employment background check, drug screening and proof of eligibility to work in the United States.
- An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting John Board at jboard@derbyct.gov or at 203-736-1450 ext. 1221.

Interested applicants may submit a resume, cover letter, city application, and three professional references to:

Mr. John Board
Administrative Assistant to the Mayor
1 Elizabeth Street
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 9/9/2021

**CITY OF DERBY
JOB DESCRIPTION
LIBRARY DIRECTOR**

TITLE: Library Director

DEPARTMENT: Library

REPORTS TO: Library Board of Directors with adherence to City of Derby Charter

CLASSIFICATION: Salaried; exempt; 40 hours per week

JOB SUMMARY:

Under the general supervision of the Board of Directors and adherence to the City of Derby charter, performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the City of Derby.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Participates in the recruitment and selection of library personnel
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly, purchasing all adult and young adult materials, including print, audio, video, and electronic, or through appropriate delegation
- Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget
- Works with the Library Board of Directors to establish operating policies and to review the library's menu of services
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library as well as oversees the library's website and social media presence.
- Plans, publicizes, and oversees all adult programs. Oversees all other department program procedures.
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Connecticut State Library
- Interacts with the appropriate town employees for the maintenance of the library's building, furnishings, and equipment
- Responsible for the collection and accounting of fines, fees, and other charges

- Administers the volunteer program, including recruitment, training, scheduling, and evaluating
- Prepares regular narrative and statistical reports for the Mayor, the Library Board of Trustees, and others as designated
- Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
- Establishes priorities as determined by need
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
- Reviews and evaluates the library's services and programs on an annual basis
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Maintains inventory of department equipment, furniture, and supplies
- Prepares specifications for purchase of equipment and supplies
- Assists with direct patron services, as needed
- Works with the Friends of the Library organization in promoting the library before the community
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to
- Library management and services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Performs other duties, as required

SUPERVISION EXERCISED:

Supervises all library staff and volunteers

EDUCATION/SKILLS/EXPERIENCE:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, city employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic

- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA-credited institution; minimum of 5 years of a progressively responsible experience in a public library including two years of administrative and budgetary experience.

PHYSICAL REQUIREMENTS:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions
- Ability to operate computers with proficiency using library software, word processing, spreadsheets, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to work flexible hours to observe library during all hours of public operation
- Ability to travel to attend meetings both inside and outside of Derby

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility and is subject to change.